

THE HONG KONG POLYTECHNIC UNIVERSITY

KNOWLEDGE TRANSFER AND ENTREPRENEURSHIP OFFICE

Post Specification

Assistant Manager (Entrepreneurship Marketing and Events) (Ref. 22041319-IE)

Duties

The appointee will be required to:

- (a) provide management support on the design, plan and development of PolyU's entrepreneurship marketing strategy and events in Hong Kong and the Greater Bay Area;
- (b) assist in the progress and development of PolyU supported start-ups under the funding programmes;
- (c) plan and organize training and events to promote the competition/funding/incubation programme;
- (d) collaborate with internal teams and external stakeholders to create written, graphic and video content;
- (e) assist in the development and operation of joint programmes with partners, both locally and internationally;
- (f) coordinate the production of promotional materials including newsletter, publications and brochures as well as videos;
- (g) manage and update the website and social media platforms; and
- (h) perform any other duties as assigned by the Director of Knowledge Transfer and Entrepreneurship or his/her delegates.

Qualifications

Applicants should:

- (a) have a recognised degree or above, preferably in Business, Communication, Engineering or science-related disciplines;
- (b) have at least five years of post-qualification experience in the innovation and technology sector or in the communication or creative industries, with working knowledge and experience in organizing competition/funding/training/incubation support services to students, start-ups, technology projects, or other technology transfer and commercialisation related activities;
- (c) have an excellent command of both written and spoken English and Chinese, with fluency in Putonghua;
- (d) be proactive and able to work independently and under pressure;

- (e) be a team player with good interpersonal, communication and presentation skills; and
- (f) have strong problem-solving skills and can-do attitude as well as the ability to handle multiple tasks concurrently.

Preference will be given to those with technology entrepreneurship experience or exposure to incubation, angel or venture capital investment and the Chinese mainland.

Shortlisted candidates will be invited to sit for a written test.

Remuneration and Conditions of Service

A highly competitive remuneration package will be offered. Initial appointment will be on a fixed-term gratuity-bearing contract. Re-engagement thereafter is subject to mutual agreement. Applicants should state their current and expected salary in the application.

Application

Please send a completed application form by post to **Human Resources Office, 13/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong** or via email to hrstaff@polyu.edu.hk. Application forms can be downloaded from https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/forms. If a separate curriculum vitae is to be provided, please still complete the application form which will help speed up the recruitment process. **Consideration of applications will commence on 20 April 2022 until the position is filled.** The University's Personal Information Collection Statement for recruitment can be found at https://www.polyu.edu.hk/hro/careers/guidelines_and_forms/pics_for_recruitment.

13 April 2022